

**ASRS LIBRARY**  
Solicitation No. NNA04031817R-GVW

As stated in Q&A Set 3, a number of the documents requested are new requirements for this procurement; thus, there are no existing documents that can be provided. However, there are documents that can be made available to potential offerors. Some documents are available on-line, and some are available in hard-copy through the Contracting Officer. (Please send email request to [Gail Woll](#) or [Joanne Comstock](#).)

Available on-line documents are listed below:

- Security Plan (Table of Contents only)
  - Contingency Plan (Table of Contents only)
  - Published papers on Perilog\*
    - NASA/TM—1998-208749, "Rating the Relevance of QUORUM-Selected ASRS Incident Narratives to a 'Controlled Flight Into Terrain' Accident" *by* Michael W. McGreevy and Irving C. Statler, Sep 1998
    - NASA/TM—2001-210913, "Searching the ASRS Database Using QUORUM Keyword Search, Phrase Search, Phrase Generation, and Phrase Discovery" *by* Michael W. McGreevy, NASA Ames Research Center, Apr 2001
- \*QUORUM keyword search, phrase search, phrase generation, and phrase discovery have been given the new name, "Perilog."

Available documents through the Contracting Officer:

- Security Plan (Redacted)
- Contingency Plan (Redacted)
- Analysts Workbench User Guide (Redacted)
- Subcontracting Plan

Questions concerning these documents must be addressed to Gail Woll (650-604-6888) or, in her absence, Joanne Comstock (650-604-6038).

# **ASRS SECURITY PLAN**

## **TABLE OF CONTENTS**

### **1.0 Procedures for Maintaining Report Confidentiality**

- 1.1 Reporter Anonymity
- 1.2 Identified Materials
- 1.3 Sensitive Materials
- 1.4 Use of Reports for ASRS Publications
- 1.5 Reports Released Under FOIA
- 1.6 Telephone Privacy and Phone Call Record Control
- 1.7 P.O. Box Security – Mail Pick-Up

### **2.0 Procedures for Maintaining the Security of the ASRS Facility**

- 2.1 Inner Security Area
- 2.2 Alarm System Codes
- 2.3 Doors with Keypads
- 2.4 Office Keys
- 2.5 Working Hours
- 2.6 Off-Hours

### **3.0 Procedures for Visitors**

- 3.1 Signing In
- 3.2 Escorting Visitors
- 3.3 Temporary Keypad Codes for Visitors
- 3.4 Conference Room Use
- 3.5 Unauthorized Visitors

### **4.0 Physical Security**

- 4.1 Server Room Security
- 4.2 Procedures for Securing Suites

### **5.0 Network and O/S Security**

- 5.1 Router
- 5.2 Servers and Workstations

### **6.0 Procedures for Computer Database Access Control**

- 6.1 ASRS Incident Report, Alerting, CALLBACK/DIRECTLINE Mailing List and NAOMS Databases
- 6.2 Search Request Database
- 6.3 ASRS Research Data (Structured Callbacks, Topical Research)

### **7.0 Backup Procedures**

### **8.0 Procedures for Risk Management**

- 8.1 Assessment of Risk
- 8.2 Hardware Failure
- 8.3 Software Failure
- 8.4 Procedural Failure
- 8.5 Fire, Explosion, Flood, Earthquake
- 8.6 Theft or Vandalism – Physical Facility, Data Records, Etc.
- 8.7 Data Corruption – Hacker / Cracker, Virus, Unauthorized Data Alteration, Unintentional Error
- 8.8 Personnel Screening and Training
- 8.9 Audit Capability

# **ASRS CONTINGENCY PLAN**

## **TABLE OF CONTENTS**

### **A. Backup Procedures**

1. Maintaining Database Exports
  - One Time Steps
  - Daily Steps
2. Maintaining Full Database Backups on Tape
  - Weekly Steps
  - Monthly Steps

### **B. Recovery Procedures**